

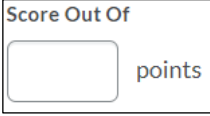
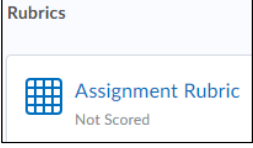
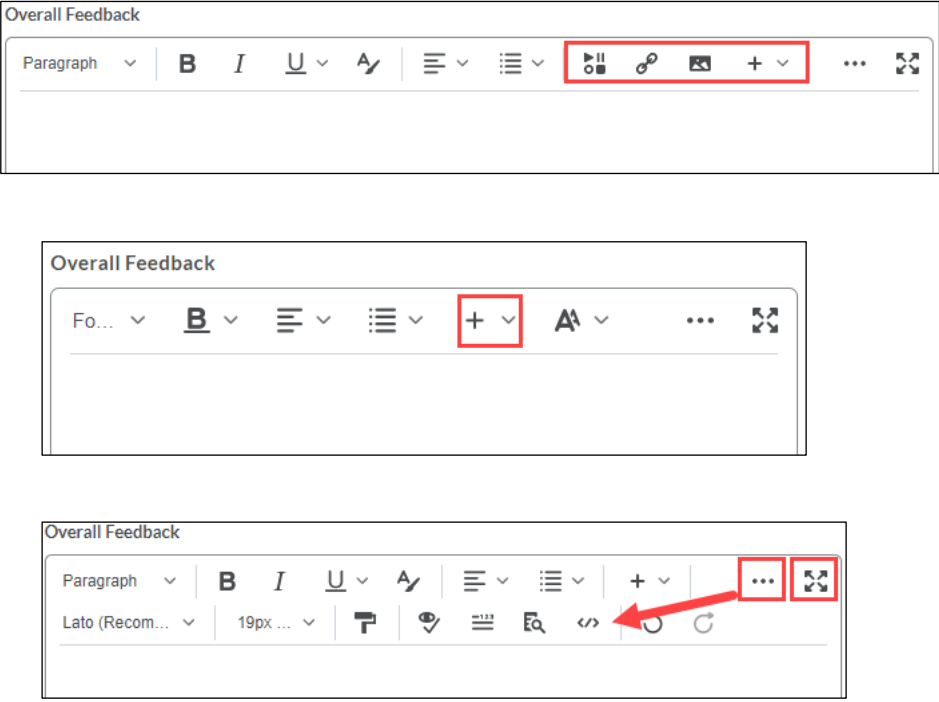
Grade & Add Feedback in Brightspace


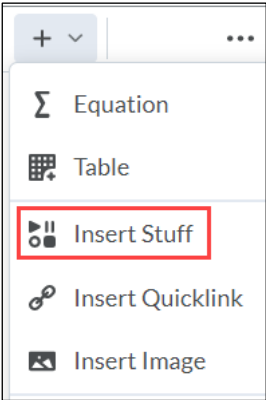

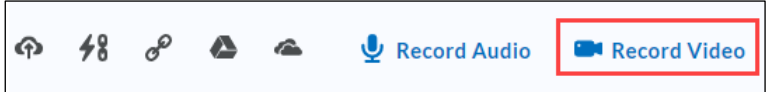
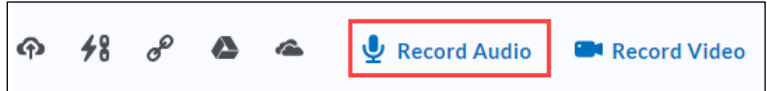
Objectives

By following the guide, you will be able to:

- Part 1: Understand the Different Types of Feedback in Brightspace
- Part 2: Grade and Add Feedback to an Assignment Submission
- Part 3: Grade and Add Feedback to a Discussion Post
- Part 4: Grade and Add Feedback to a Quiz Submission
- Part 5: Grade and Add Feedback from your Gradebook

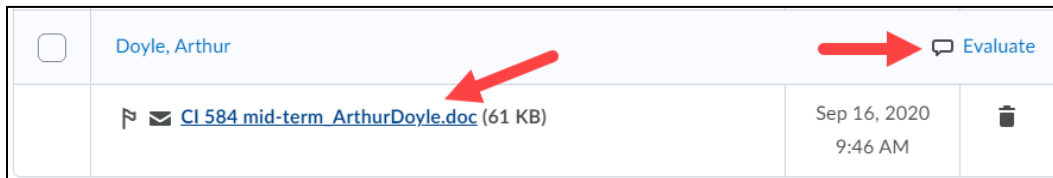
Part 1: Understand the Different Types of Feedback in Brightspace

Type of Feedback	What does it look like?
Score: Available in Assignments, Discussions, Quizzes, and Grade Items.	
Rubrics: Available to attach in Assignments, Discussions, and Grade Items.	
Text: Textbox with editing tools available throughout Brightspace. <ul style="list-style-type: none"> • Tip 1: The editing menu bar may look different depending on the size of the stretched textbox. • Tip 2: For 'Insert Options' including the 'Insert Stuff' button, click the plus (+) icon for more tools. • Tip 3: For more editing tools, click the 3-dot icon to expand a second tool bar. The cross arrows icon will expand the textbox to full screen and display all editing tools. Click again to return to normal view. 	

<p>Inline Annotation Tools: Available in Assignments with file submissions.</p> <ul style="list-style-type: none"> • Tip 1: Click the Annotations pencil icon to use the tools. • Tip 2: Click the tool once to turn ON (highlighted in blue), Click the tool again to turn it OFF (highlighted in grey). 	
<p>Embedded Video Note: Available using the 'Insert Stuff' button and selecting 'Add Video Note'.</p>	
<p>Add or Link a File: Allows you to attach or link a downloadable file.</p> <ul style="list-style-type: none"> • Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead. 	
<p>Record Video: Allows you to record video directly in Brightspace that is attached as a downloadable video file.</p> <ul style="list-style-type: none"> • Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead. 	
<p>Record Audio: Allows you to record audio directly in Brightspace that is attached as a downloadable audio file.</p> <ul style="list-style-type: none"> • Caution: Does not display in Grades. It is strongly recommended to use the Insert Stuff button instead. 	

Part 2: Grade and Add Feedback to an Assignment Submission

1. Click **Course Tools**.
2. Select **Assignments**.
3. Click the link to the specific assignment.
4. Scroll down to view the submissions.
5. Click the link if there is an attachment or click **Evaluate** on the far-right.



6. Use the evaluation panel and annotation tools to provide a variety of feedback.

A screenshot of the evaluation interface. On the left, a student submission is displayed. The submission title is 'Arthur Doyle' and the assignment is 'CI 584 Mid-term Exam Fall 2019'. The submission text includes a question about Ralph Tyler's 'Basic Principles of Curriculum and Instruction' and a paragraph of text. On the right, a feedback panel is shown with several sections:

- 1. Inline Annotation Feedback**: A red circle highlights the annotation tool icon in the top toolbar.
- 2. Rubric Feedback**: A section titled 'Rubrics' showing 'Assignment Rubric' with a 'Not scored' status.
- 3. Score Feedback**: A section titled 'Overall Grade' showing a score of '0 / 12'.
- 4. Text Feedback**: A section titled 'Overall Feedback' with a text editor. A red box highlights the 'Insert Stuff' option in the 'Insert' menu.
- 5. Use Insert Stuff to Embed Video Note**: A red box highlights the 'Insert Stuff' option in the 'Insert' menu.
- 6. Downloadable Feedback (Caution: Not Displayed in Gradebook)**: A section with icons for 'Record Audio' and 'Record Video'.

At the bottom right of the interface, there are 'Publish' and 'Save Draft' buttons.

7. Note: The feedback is viewable by the student in Assignments or in Grades.

From Assignments:

Assignment 1 (File Submission)	1 Submission, 1 File	10 / 12	Feedback: Unread
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From Grades:

Assignment 1 (File Submission)	10 / 12	View Inline Feedback for CI 584 mid-term_JaneAusten.doc
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Part 3: Grade and Add Feedback to a Discussion Post

Public Feedback in Discussions

To provide feedback viewable by all students, post a reply to the thread.

1. Click **Course Tools**.
2. Select **Discussions**.
3. Click the link to the specific discussion thread.
4. Click **Reply to Thread**.
5. Type your reply in the text box.
6. To add downloadable feedback, scroll down and click **Add Attachments** to 'Upload' a file or 'Record' Video or Audio.
7. When ready, scroll down and click **Post**.

Paragraph **B** *I* U ~~A~~

- ☰
- ☰

Video Note 🔗 + ...

1. Text Feedback

2. Use Insert Stuff to Embed Video Note

0 Words

Add original post text

Post as Anonymous Subscribe to this thread

Add Attachments **3. Downloadable Feedback**

Note: Attachments will appear within the thread.

Heidi Jung

just now • 17 Words

Thank you for your post, Jane. You helped kick off a great discussion on this important topic.

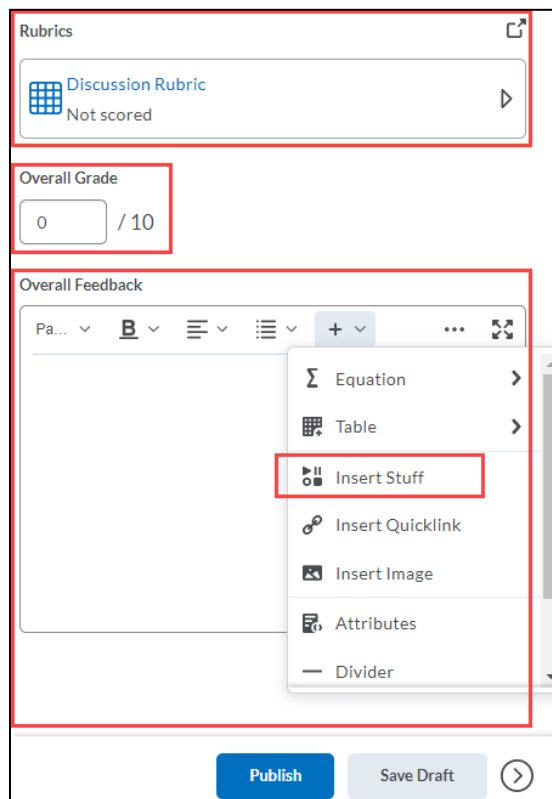
Audio Feedback for Jane.ht... (492 Bytes)

Private Feedback in Discussions

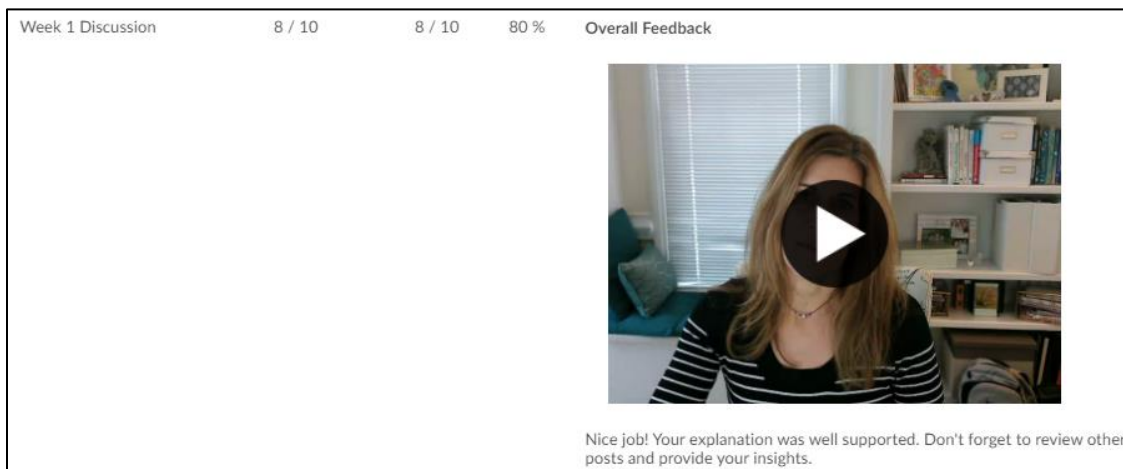
To provide feedback private to an individual student, use the assess function.

Refer to the [Managing & Grading Discussions](#) guide for multiple options to view and grade discussions.

1. First, make sure that the discussion is set to be assessed with a score and don't forget to connect it to a grade item. Refer to the [Create a Discussion in Content](#) guide for help.
2. To begin grading, click the dropdown arrow next to the discussion topic link.
3. Select **Assess Topic** in the dropdown menu.
4. From the **Users** tab, click the link, **Topic Score**, below each name;
Or from the **Assessments** tab, click the link on the student's name.
5. Grade and provide feedback.
 - If you have an attached rubric, click the rubric box to open the rubric.
 - If no rubric is attached, enter a score in the 'Overall Grade'
 - Provide feedback in the 'Overall Feedback' textbox.
 - Click the plus (+) icon for a menu of common editing tools. Select 'Insert Stuff' to embed a 'Video Note'.



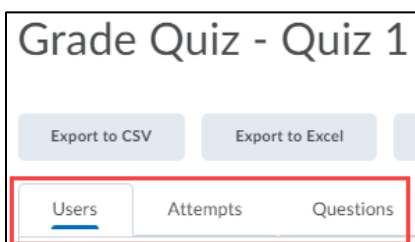
6. Note: The feedback is viewable by the student in Grades (must be connected to a grade item).



Part 4: Grade and Add Feedback to a Quiz Submission

Very Important: For Quiz feedback to be viewable for students, you must set the Submission View to 'Show all questions with user responses'. See [Part 4 of Manage Quiz Submission Views guide](#) for additional instructions.

1. Click **Course Tools**.
2. Select **Quizzes**.
3. Click the dropdown arrow next to the specific quiz.
4. Select **Grade**.
5. Select the appropriate tab view (Users, Attempts, or Questions) to best meet your grading needs.

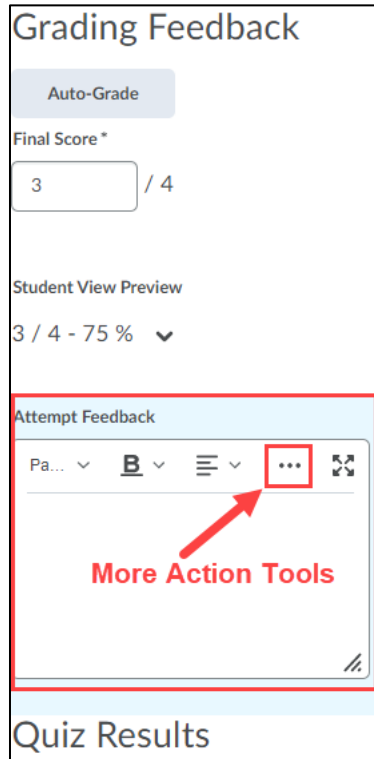


6. For the specific student, click the link to the attempt (ex: attempt 1)

Overall Feedback (for specific student for entire quiz)

Note: The overall feedback can be entered when the quiz is created or during grading while reviewing a student's submission for student-specific feedback.

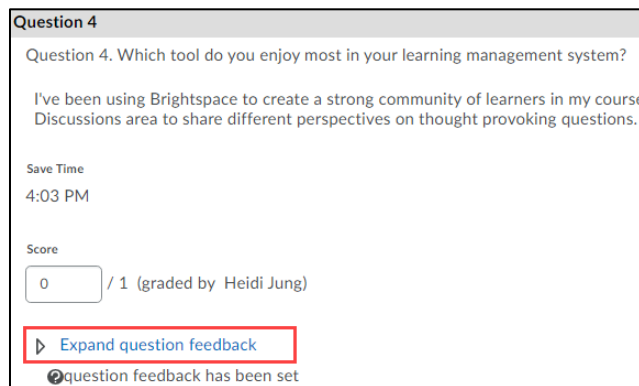
1. Located below the student's 'Final Score' and above the 'Quiz Results', use the 'Attempt Feedback' box to provide overall feedback to the specific student.



Question Feedback (for specific student on a specific question)

Note: The question feedback can be entered when the quiz is created or during grading while reviewing a student's submission for student-specific feedback.

1. Under each individual question, click the **Expand question feedback** link to enter specific feedback.

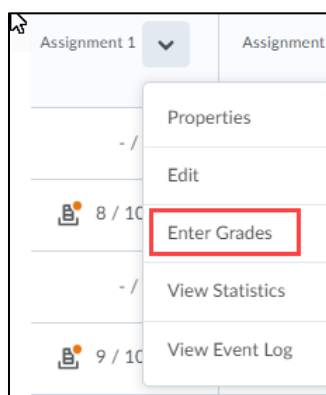


- When finished entering feedback, make sure to click the **Publish** button in the bottom-right corner.
- The Feedback is viewable by the student in Quizzes. Refer students to the following guide: [For Students: View a Graded Quiz and Review Feedback.](#)



Part 5: Grade and Add Feedback from your Gradebook

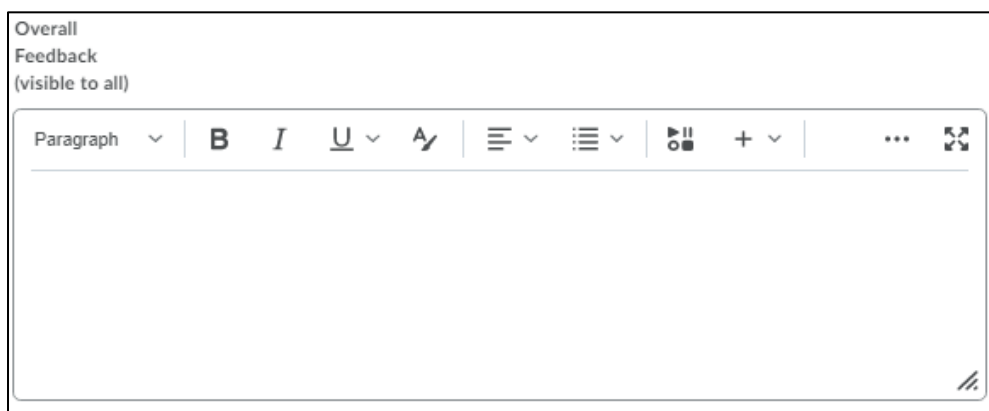
- Click **Grades**.
- From the Enter Grades tab, go to the specific grade item.
- Click the dropdown arrow next to the grade item name.
- Select **Enter Grades**.



- Scroll down to view a list of your students.


Overall Feedback (visible to all students)

- To provide 'Overall Feedback' (visible to all students), use the text book above the Users list.

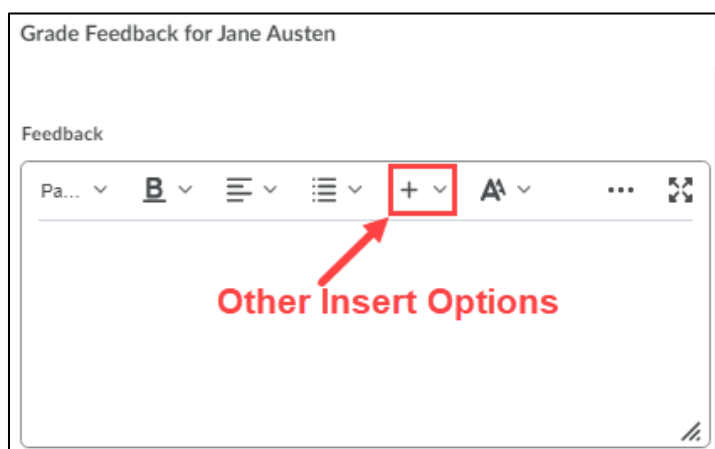


Individual Feedback (visible to specific student)

1. To provide text or an embedded Video Note, click the pencil icon to the far-right of the student's row. (Note: This feedback option can be used with any grade item type, including a text-based grade item.)

<input type="checkbox"/>	Last Name ▲, First Name	Grade	Feedback
<input type="checkbox"/>	🚩 Austen, Jane ▼	Meeting Expectations	No feedback provided. 

2. Use the 'Feedback' textbox to provide individualized text feedback
 - To record and embed a Video Note, click the plus (+) icon for 'Other Insert Options' and select 'Insert Stuff'.



3. Click **Save** when finished.
4. The Feedback including the embedded Video Note is viewable by the student in Grades.

